

**MORAIN VALLEY COMMUNITY COLLEGE**  
**9000 West College Parkway**  
**Palos Hills, IL 60465**

Governing Board of Moraine Valley Community College, Community College District #524,  
Regular Meeting, 6:00 PM, Tuesday, February 19, 2019, Board Room D219, 9000 West College  
Parkway, Palos Hills, Illinois 60465.

**A G E N D A**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **MINUTES**
  - 1) Unapproved Minutes - Public Hearing on Tax Levy, December 18, 2018
  - 2) Unapproved Minutes - Regular Meeting, December 18, 2018
4. **AUDIENCE PARTICIPATION**
5. **BOARD REPORTS AND/OR REQUESTS**
  - 1) Student Trustee Report – Folsom
6. **REPORTS OF ADMINISTRATION**
  - 1) President's Report
    - Corporate, Community & Continuing Education
    - Rooftop Solar Panel Presentation
7. **COMMUNICATIONS**
  - 1) Letter from American Association of Community Colleges (AACC) to Andrea Bailey re Appointment to AACC Faculty Advisory Council
  - 2) Letter from National Council for Marketing & Public Relations (NCMPR) re Paragon Awards awarded to Moraine Valley
  - 3) Letter of Congratulations from Waubensee President Christine Sobek re Sylvia Jenkins receiving CASE V Chief Executive Leadership Award
  - 4) Letter to Sylvia Jenkins from Chicago Audubon Society re Receiving The Craig Stettner Award for Environmental Education
  - 5) Congratulatory Letter to Susan Godwin from Nat'l Assoc of Developmental Education (NADE) as 2019 recipient of the Gladys R. Shaw Outstanding Service to Developmental Education Students Award
8. **FINANCIAL STATEMENT**

**For DECEMBER 2018:**

  - 1) Treasurer's Report
  - 2) Financial Records Summary

**For JANUARY 2019:**

  - 3) Treasurer's Report
  - 4) Financial Records Summary

**CONSENT AGENDA (Agenda Items 9 - 12) (\*items included for action)****9. WARRANTS**

- 1) \* Account Expenditure Summaries (including Travel Expense Reimbursements)
  - a. **FOR DECEMBER 2018**
  - b. **FOR JANUARY 2019**
- 2) \* Education Fund
- 3) \* Operation & Maintenance Fund
- 4) \* Operation & Maintenance Restricted Fund
- 5) \* Bond & Interest Fund
- 6) \* Auxiliary Fund
- 7) \* Restricted Purpose Fund
- 8) \* Working Cash Fund
- 9) \* Trust and Agency Fund
- 10) \* Audit Fund
- 11) \* Liability, Protection and Settlement Fund

**10. REPORT OF PERSONNEL**

- 1) \* Full-Time
  - a. \* Tenure Contract for Bargaining Unit Members
  - b. \* Second-Year Contract for Bargaining Unit Members
  - c. \* Third-Year Contract for Bargaining Unit Members
  - d. \* Contract Extension: Non-Tenure Review for Bargaining Unit Member
  - e. \* Non-Renewal of Appointment - Administrative & Professional Staff
- 2) \* Part-Time/Supplemental/Other
- 3) Salary Revisions
- 4) \* Leave of Absence (FMLA)
- 5) \* Resignations/Terminations
  - a. \* Retirement - Police
  - b. \* Retirement - Administrative Classified
  - c. \* Retirement - Support Staff
  - d. \* Retirement - Faculty
- 6) \* Reclassifications (Promotions, Transfers, Corrections, etc.)

**11. UNFINISHED BUSINESS****12. NEW BUSINESS**

- 1) \* Affiliation Agreement with DuPage Medical Group, Ltd. (Radiologic Technology, Mammography, CT)
- 2) \* Affiliation Agreement with Soumya Health, LLC (Medical Assistant)

- 3) \* Affiliation Agreement with Victorian Inn (Basic Nurse Assistant)
- 4) \* Amendment to Affiliation Agreement with Little Company of Mary Hospital and Health Centers (Allied Health Programs)
- 5) \* Second Amendment to Educational Agreement with Northwestern Memorial Healthcare
- 6) \* Board Policy: #7283.5 - Human Resources - Military Service Leave of Absence
- 7) \* Parking Lot A1 & A2 Improvements Bid
- 8) \* Building L Landscaping Upgrades Bid
- 9) \* Rooftop Solar Panels
13. **MISCELLANEOUS**
14. **AUDIENCE PARTICIPATION**
15. **CLOSED SESSION** - Motion to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and the purchase or lease of real property for the use of the public body, pursuant to Sections 2(c)(1) and 2(c)(5) of the Illinois Open Meetings Act.
16. **ADJOURNMENT**

Agenda Item 3.0  
February 19, 2019

**MINUTES**

Approved Minutes of the Regular Meeting of November 12, 2018

Enclosed

**APPROVED**

**MORAIN VALLEY COMMUNITY COLLEGE  
9000 West College Parkway  
Palos Hills, IL 60465**

The Governing Board of Moraine Valley Community College, District No. 524, Regular Meeting, was held on Monday, November 12, 2018, in the Fogelson Theater, Room T002, 9000 West College Parkway, Palos Hills, Illinois 60465.

**I. CALL TO ORDER**

The meeting was called to order by Chairman John Coleman at 6:00 PM.

**II. ROLL CALL**

Present: John Coleman, Chairman; Daniel Casey; Joseph Murphy; Brian O'Neill; Eileen O'Sullivan; Sandra Wagner; Mason Folsom, Student Trustee

Absent: Kimberly Hastings

**III. MINUTES**

The Board of Trustees, having reviewed the unapproved Minutes of the Regular Meeting of October 15, 2018, and the unapproved minutes of the Closed Session Held October 15, 2018, and there being no further corrections to the minutes, the minutes are approved as presented.

**IV. AUDIENCE PARTICIPATION**

None.

**V. BOARD REPORTS AND/OR REQUESTS**

**5.1 ACCT/ICCTA Report**

Mr. Coleman reported that he attended the ICCTA meetings held September 9-10, 2018. ICCTA representatives at the meeting discussed several topics, including working together to promote trades and workforce development in Illinois, interaction of Boards with student bodies, and additional options for trustee education. Mr. Coleman reported that he shared information about Moraine Valley's partnership with Nissan to train service technicians, its

agreement with the Chicago Lighthouse for the Blind for call center training, and its classroom training for truck driving, after which students receive actual driving instruction with a local truck driving school. The group further discussed midnight classes, a greater development council, diesel power programs, and apprenticeship programs as other options for promoting trades and workforce development. Interaction with student bodies included mention of various student clubs, and Mr. Coleman shared Moraine Valley's Community Service Days in which students participate. The trustee education topic was cut short for time constraints, but included options such as state-mandated training, finance, fundamentals, and lobbying. Dr. Karen Hunter Anderson's retirement was discussed, and there was a recognition of Barbara Oilschlager, who received an ACCT award. Mr. Coleman reported that the chairman apologized for not recognizing Dr. Sylvia Jenkins for the ACCT Central Region Equity Award, which was awarded in New York at the ACCT meeting. Mr. Coleman reported that Dr. Jenkins would receive a letter of apology and congratulations. In conclusion, Mr. Coleman shared the ACCT Central Region Equity Award received by the college with the Board and audience.

## 5.2 Student Trustee Report

Mr. Folsom reported that Phi Theta Kappa (PTK) held an induction ceremony with 130 new inductees to the honor society. He reported that students who have completed 12 hours of credit with a 3.5 or higher GPA are eligible for PTK membership and shared photos of the event. A voter registration education event open to all students was also held, sponsored by the Student Government Association and the Muslim Student Association. Thirty students recently went on a campus visit to the University of Illinois, where they met with the assistant director of housing for a tour of dorm rooms and campus buildings. This event helped educate students about the options and programs offered at the college. TRIO and Student Life held an appreciation event for first-generation college students, highlighting well-known role models and sharing personal stories. Student leaders participated in a luncheon on October 22 with President Sylvia Jenkins, which provided an opportunity for students to express both appreciation and concerns in an informal setting with the college president. October was Hispanic and Arab Heritage month, and many events were held to celebrate the Hispanic culture as well as the Arab culture. Mr. Folsom concluded his report, sharing that the college is part of an Illinois Equity in Attainment (ILEA) initiative, focusing on low-income, first-generation students, with the goal of closing the gap of achievement.

## VI. REPORTS OF ADMINISTRATION

### 6.1 President's Report

- Legislative Update – Senator Ed Maloney shared some thoughts on the midterm elections, indicating that he felt they will be good for education by putting a lot of higher education issues on the front burner. A number of new legislators usually means a lot of new bills that may come out in January. He will keep the college informed. He reported that the Governor-elect has put together a transition team and there will be subject-matter transition teams that will work on other issues. He also shared his advice about lobbying locally—that legislators are more receptive to meeting constituents in their home districts.
- Fall Enrollment Report – Aaron Roe, interim Director of Research and Planning, shared the fall enrollment report which showed a decrease in headcount of 5.9% and a decrease in credit hours of 5.5% from fall 2017. Some reasons for the decrease include a decline in numbers of graduates from in-district high schools, removal of Cook County Training Institute hours, and a decrease in student enrollments by adult students—those 25 years and older—which relates to a recovering economy and lower unemployment rates. Some areas of increases included dual credit and online offerings. Blue Island and Southwest Education Center experienced declines in credit hours generated over last fall. It was noted that the Southwest Education Center, while experiencing a decline in enrollment, has seen an increase in rental of space in the facility. Statewide headcounts for Illinois community colleges dropped by 3.8% and FTE (full-time student equivalency) by 4.3%. Statewide, there is an increase in online enrollments as well as an increases in graduates and degrees/certificates earned.
- New Faculty Onboarding Process – Dr. Cynthia Anderson, Dean of Academic Development and Outreach, shared a new faculty onboarding process that offers additional resources to instructors to support their success in the classroom. She reported that the Center for Teaching and Learning (CTL) has provided a faculty orientation for a long time, but wanted to take presentations that have been done in the past and put them on Canvas for an online orientation for adjunct faculty. Department chairs share a flyer with new faculty and new faculty also receive an email to participate. Dr. Anderson shared the welcome module content screens and reported that this process was rolled out in August and there have been 38 adjunct faculty members who have completed the program.
- Teacher Training in Jordan – Michael Morsches, Dean of Learning Enrichment and College Readiness, shared his volunteer experiences

working with young people through the State Department. He reported that one former student has established a school in Arar, Jordan, that serves refugee and also special needs children. Of the school's 40 students, 15 are special needs children. He reported that 20 Moraine Valley staff served as mentors for the teachers at the school in support of this project. He shared photos of the students, including two young students who received scholarships from Moraine Valley. He also shared a plaque that was presented to the college in appreciation for the support and assistance provided by the college and its staff.

- Grants Report – Dr. Sharon Katterman, Director of Resource Development and Institutional Effectiveness, provided a report on grants received by the college, which totaled \$7,556,712 for FY18. She noted that some of the increase in funding is a result of the resolution of the state of Illinois' budget, providing retroactive grant funding. She noted a number of new grants in the report's summary of grants, including arts grants, a nursing grant, and a Purdue NW Cyber Defenders program that supports one or two students through a bachelor or master's degree in cybersecurity. She introduced Dr. John Sands, Professor and Department Chair of Computer Integrated Technologies, to talk about the Purdue program. Dr. Sands reported that there is a critical shortage of cybersecurity personnel in the U.S. and this program provides outstanding students with scholarship opportunities in this field. Students will go on from their degree to work for the federal or local governments in the field of cybersecurity. He introduced Ray Morain, one of the students currently in the program. Ray expressed his gratitude for the program and the opportunity, reporting that he will graduate in the spring and go on to Purdue for his Masters in cybersecurity.
- NCMPR Medallion Awards – Clare Briner, Director of Marketing and Communications, shared information about the National Council for Marketing & Publications (NCMPR) awards won by Moraine Valley staff, including four gold awards, three silver awards, and two bronze awards. In addition, Jessica Crotty received the District 3 Communicator of the Year award for her work with the college's 50<sup>th</sup> anniversary community celebration and graduation. She will now be the District 3 nominee for the national award, with will be announced in March at the national conference.

Dr. Jenkins informed the Board that following the Board meeting, Michelle August and John Sands were available to give tours for anyone interested in seeing more of the T building and its programming. She reported that on December 3, she will attend a joint event for community college and university presidents in conjunction with the IBHE meeting being held in Joliet on



December 4. She also reported that she will be leaving tomorrow to attend the AACC Fall Meeting in Arlington, Virginia.

**VII. COMMUNICATIONS**

- 7.1 Thank You Letter from Oak Lawn Community High School for hosting the MVCC Youth Empowerment Summit
- 7.2 Congratulations Letter from George Boggs re 2018 Central Region Equity Award from ACCT
- 7.3 Thank You Letters from Arar Academy Schools and Academy for Special Education for Support, Teacher Training, and English Camp (Michael Morsches)
- 7.4 Thank You Letter from Arar Academy for Scholarships for Two Refugee Students
- 7.5 Thank You Letter from Jordanian Pioneering Center for Support for We Teach Initiative to Support Teachers and Students (Michael Morsches)
- 7.6 Letter of Congratulations from CASE District V re Selection of Dr. Sylvia Jenkins for the 2018 CASE V Chief Executive Leadership Award

**VIII. FINANCIAL STATEMENT**

**8.1 Treasurer's Report**

Treasurer's Report showing an ending balance of \$110,755,680.69 will be filed for audit. (DOCUMENT A - SUPPLEMENT TO MINUTES)

**8.2 Budget Report**

(DOCUMENT B - SUPPLEMENT TO MINUTES)

**CONSENT AGENDA (IX – XII):**

It was moved by Mr. Murphy and seconded by Mrs. Wagner to approve the following consent agenda items.

Ms. O'Sullivan requested to remove Agenda Item 10.1-7 from the consent agenda. Mr. Murphy and Mrs. Wagner moved and seconded the amended motion to approve the consent agenda items, excluding Agenda Item 10.1-7.

**IX. WARRANTS**

The warrant summaries are presented to the Board.

9.1	Account Expenditure Summaries	
9.2	Education Fund	\$6,037,189.83
9.3	Operation & Maintenance Fund	1,038,184.77
9.4	Operation & Maintenance Fund (Restricted)	-0-
9.5	Bond & Interest Fund	-0-
9.6	Auxiliary Enterprise Fund	757,806.98
9.7	Restricted Purpose Fund	1,895,859.44
9.8	Working Cash Fund	-0-
9.9	College Activity Clubs	14,460.01
9.10	Audit Fund	30,000.00
9.11	Liability, Protection & Settlement Fund	-0-
(DOCUMENT C - SUPPLEMENT TO MINUTES)		

**X. REPORT OF PERSONNEL**

Chairman Coleman publicly identified the nature of the agenda items contained in the Report of Personnel.

10.1-1 Full-Time

Yvonne Foston - Nursing Lab and Simulation Coordinator, Career Programs  
 - effective 11/26/18

Rhyan Gillard - Registration Representative, Registration and Records  
 - effective 11/26/18

Ava Thommen - Admissions Support Assistant, Admissions and Recruitment  
 - effective 11/26/18

(DOCUMENT D - SUPPLEMENT TO MINUTES)

10.1-2 Part-Time/Supplemental/Other

(DOCUMENT E - SUPPLEMENT TO MINUTES)

10.1-3 Salary Revisions

None.

10.1-4 Leave of Absence

Frederick Brennan - Director of Campus Operations, Campus Operations  
 - L.O.A. (FMLA) 10/25/18 – 11/23/18

Carissa Davis - Director of Financial Aid, Financial Aid - L.O.A. (FMLA) 9/18/18 – 12/13/18  
Margaret Dawczak - Manager of Transitions and ESL, Learning Enrichment and College Readiness - L.O.A. (FMLA) Intermittent 11/5/18 – 11/4/19  
Katherine Doranski - Laboratory Technician, Biological Sciences - L.O.A. (FMLA) 1/3/19 – 4/19/19  
Courtney Farr - Secretary II, Student Success - L.O.A. (FMLA) 9/25/18 – 3/31/19  
William Helmold - Director of Client Services, Information Technology – L.O.A. (FMLA) 9/18/18 – 10/19/18; (EXTENSION) 10/20/18 – 12/13/18  
Annette Herbert - Coordinator of Learning, Children’s Learning Center - L.O.A. (FMLA) Intermittent 9/27/18 – 9/26/19  
Georgina Murphy - Director of Nursing Program, Nursing - L.O.A. (FMLA) Intermittent 10/23/18 – 10/22/19  
Craig Rosen - Professor, Theater, Fine Arts and Humanities - L.O.A. (FMLA) 10/25/18 – 12/14/18  
Shelita Shaw - Assistant Professor, Communications, Communications – L.O.A. (FMLA) Intermittent 11/8/18 – 11/7/19  
(DOCUMENT F - SUPPLEMENT TO MINUTES)

10.1-5 Resignations/Terminations

Rosetta Maston - Reprographics Clerk, Marketing and Communications - termination effective 11/7/18  
Jonathon Miller - Oracle/MS SQL Database and System Administrator, Network Operations – resignation effective 10/26/18  
Jeanne Ostrowski - P.T. Accounts Payable Clerk, Accounts Payable – termination effective 10/30/18  
(DOCUMENT G - SUPPLEMENT TO MINUTES)

10.1-5(a) Retirement – Faculty

Patricia Galien – Associate Professor, Intensive English Language Program, Developmental Education – retirement effective 8/31/19  
(DOCUMENT H - SUPPLEMENT TO MINUTES)

10.1-5(b) Retirement – Support Staff

Joanne Cavanaugh - Lead Registration Representative, Registration and Records – retirement effective 4/30/19

Karen Crofton User Support Services Specialist, Client Services – retirement effective 6/30/19

Cindy Knafl Library Assistant II, Learning Resource Center – retirement effective 5/31/19

Josephine Mazanec - Operations Coordinator, Central Computing Services – retirement effective 6/30/19

Susan McNulty - Secretary II, Center for Teaching and Learning – retirement effective 1/31/19

Michele Sutko - Operations Clerk, Information Technology – retirement effective 1/31/19

Jay Thomas - Computer Operator, Central Computing Services – retirement effective 6/30/19

(DOCUMENT I - SUPPLEMENT TO MINUTES)

10.1-6 Reclassifications (Promotions, Transfers, Corrections, etc.)

Merri Fefles – from Associate Professor, History, Liberal Arts to Professor – effective Academic Year 2018-2019

Amanda Pettigrew – from Instructor, Communications, Liberal Arts to Assistant Professor - effective Academic Year 2018-2019

Dennis Sage – from Director, IT Project Management, Information Technology to Director, Infrastructure and Network Services – effective 11/19/18

(DOCUMENT J - SUPPLEMENT TO MINUTES)

**XI. UNFINISHED BUSINESS**

None.

**XII. NEW BUSINESS**

Chairman Coleman publicly identified the nature of the agenda items contained in New Business.

12.1 Affiliation Agreement with MidAmerica Orthopaedics (Radiologic Technology)

It is recommended that the Board of Trustees approve the affiliation agreement with MidAmerica Orthopaedics for Radiologic Technology.

(DOCUMENT K - SUPPLEMENT TO MINUTES)

12.2 Trust for Capital Development Board Project-FPAC Boilers

It is recommended that the Board of Trustees establish a trust in the amount of \$141,728 for a Capital Development Project to replace boilers in the Fine and Performing Arts Center (FPAC).

(DOCUMENT L - SUPPLEMENT TO MINUTES)

12.3 Resolution Determining the Estimated Tax Levy and Public Hearing

It is recommended that the Board of Trustees approve the resolution as presented.

(DOCUMENT M - SUPPLEMENT TO MINUTES)

12.4 New Yamaha CL5 Sound Board Bid

Whereas TC Furlong, Inc., of Lake Forest, Illinois, is the lowest responsible and responsive bidder meeting specifications, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$30,223.78 to TC Furlong, Inc.**, for the purchase of a new Yamaha CL5 Sound Board.

(DOCUMENT N - SUPPLEMENT TO MINUTES)

12.5 Early Alert System Proposal

It is recommended that the Board of Trustees approve Hobsons proposal for the Starfish Early Alert platform and enter into a contract in the total amount of \$473,742.00 with Hobsons across a five (5) year term. The cost breakdown is as follows: Year 1 (beginning 01/01/2019) - \$125,000.00; Year 2 - \$87,185.50; Year 3 - \$87,185.50; Year 4 - \$87,185.50; Year 5 - \$87,185.50. First three (3) years are paid entirely by the Title III grant. Year four the college will conduct an evaluation of the software and pay the yearly amount of maintenance for the Starfish software.

(DOCUMENT O - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Consent Agenda Items 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, and 9.11; 10.1-1, 10.1-2, 10.1-3, 10.1-4, 10.1-5, 10.1-5(a), 10.1-5(b), and 10.1-6; and 12.1, 12.2, 12.3, 12.4, and 12.5:

Yes: Casey, J. Murphy, O’Neill, O’Sullivan, Wagner,  
Coleman  
Absent: Hastings  
Student  
Advisory: Abstain

Motion carried.

It was moved by Mr. Murphy and seconded by Mrs. Wagner to approve the following agenda item:

10.1-7 Amendment to the President’s Employment Agreement

It is recommended that the amendment to the president’s employment agreement, as presented to the Board, be approved.  
(DOCUMENT P - SUPPLEMENT TO MINUTES)

ROLL CALL VOTE TAKEN on Agenda Item 10.1-7:

Yes: Casey, J. Murphy, O’Neill, Wagner, Coleman  
No: O’Sullivan  
Absent: Hastings  
Student  
Advisory: Yes

Motion carried.

**XIII. MISCELLANEOUS**

None.

**XIV. AUDIENCE PARTICIPATION**

None.

**XV. ADJOURNMENT**

The meeting adjourned at 7:17 PM.

**BOARD REPORTS AND/OR REQUESTS**

5.1 Student Trustee Report - Folsom

Verbal

**REPORTS OF ADMINISTRATION**

6.1 President's Report

Verbal

- Corporate, Community & Continuing Education
- Rooftop Solar Panel Presentation



**COMMUNICATIONS**

- 7.1 Letter from American Association of Community Colleges (AACC) to  
Andrea Bailey re Appointment to AACC Faculty Advisory Council Enclosed
- 7.2 Letter from National Council for Marketing & Public Relations (NCMPR)  
re Paragon Awards awarded to Moraine Valley Enclosed
- 7.3 Letter of Congratulations from Waubensee President Christine Sobek  
re Sylvia Jenkins receiving CASE V Chief Executive Leadership Award Enclosed
- 7.4 Letter to Sylvia Jenkins from Chicago Audubon Society re Receiving The  
Craig Stettner Award for Environmental Education Enclosed
- 7.5 Congratulatory Letter to Susan Godwin from Nat'l Assoc of Developmental  
Education (NADE) as 2019 recipient of the Gladys R. Shaw Outstanding  
Service to Developmental Education Students Award Enclosed



December 19, 2018

Ms. Andrea Bailey  
Professor, Business  
Moraine Valley Community College  
9000 West College Parkway  
Palos Hills, IL 60465-2478

Dear Ms. Bailey:

On behalf of the American Association of Community Colleges, I am pleased to notify you of your appointment to the **AACC Faculty Advisory Council**. Your council appointment dates are as follows: **January 7, 2019 to June 30, 2020**. We are sure your insights and leadership will significantly contribute to the association staff's decision-making process and its ability to serve the interest of all AACC member institutions.

Your AACC staff liaison is **Tammy Reichelt**. You will receive direct communications from your liaison regarding upcoming meetings. If you are unable or unwilling to serve on the council, please notify Tammy via email at [treichelt@aacc.nche.edu](mailto:treichelt@aacc.nche.edu) so that we may update our database to prevent you from receiving additional communications about this assignment. We anticipate that the first face-to-face meeting of the council will take place prior to AACC's Annual Convention in Orlando, FL on April 13-16, 2019. AACC will cover airfare and one night's lodging for each member of the council. Should you wish to attend the convention, we can provide you with a complimentary registration.

Dedicated leadership is essential to the continued success of community colleges and to our association. We thank you for your interest in and commitment to serving in this very important role.

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter G. Bumphus', with a long, sweeping horizontal line extending to the right.

Walter G. Bumphus, Ph.D.  
President and CEO

CC: Dr. Sylvia Jenkins

**2018-19 Board of Directors**

**President**

Dane Dewbre  
Associate Dean of Marketing and Recruitment  
South Plains College  
1401 College Ave.  
Levelland, TX 79336  
(806) 716-2210  
ddewbre@southplainscollege.edu

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Lynn Whalen  
Lincoln Land Community College, IL

**Secretary**

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Orange Coast College, CA

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Community College of Philadelphia, PA

**District 2**

Virginia Moreland  
The College System of Tennessee

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Amanda Pochatko  
Terra State Community College, OH

**District 4**

Debra McGaughey  
Houston Community College, TX

**District 5**

Jeff Ebbing  
Southeastern Community College, IA

**District 6**

Jennie McCue  
South Orange County  
Community College District, CA

**District 7**

James Walters  
Skagit Valley College, WA

**Director-at-Large**

Christine Payton  
South Louisiana Community College, LA

**Executive Director**

Debra Halsey  
5901 Wyoming Blvd. NE, #J-254  
Albuquerque, NM 87109  
(505) 349-0500, ext. 1  
dhalsey@ncmpr.org  
www.ncmpr.org

An affiliated council of



January 9, 2019

Karen Town  
Marketing Specialist  
Moraine Valley Community College  
9000 W. College Pkwy.  
Palos Hills, IL 60465

Dear Karen,

CONGRATULATIONS! Your college is a Paragon winner!

Your entries in the following categories will receive a gold, silver or bronze Paragon at NCMPR's 2019 national conference, scheduled March 24-26 in Texas Hill Country-San Antonio. We hope you and others from your college will be able to attend the conference to accept your awards in person.

Your winning entries are:

- Class Schedule: Fall 2018
- Quick-Turn Video: Alumni Hall of Fame Induction Ceremony
- Photography-Unmanipulated: Hair

This year's Paragon Awards competition drew nearly 1,950 entries from 262 colleges across the country. These prestigious awards recognize excellence in design and communication exclusively among two-year community and technical colleges. Judging was done by more than 90 professionals from the marketing and PR industry.

We'll celebrate your achievements and those of the other winners at our Paragon Awards program and dinner on Monday, March 25, starting at 6:30 p.m. If you haven't yet registered for the conference, be sure to sign up before Feb. 22 to get the early-bird rate, which offers a savings of \$50 off the regular fee. Details, including the conference brochure and registration and hotel information, are online at [www.ncmpr.org/national-conference](http://www.ncmpr.org/national-conference).

**IMPORTANT!** We will ship to the conference location only those awards that will be picked up the evening of the awards ceremony. Please confirm your attendance by contacting me at [dhalsey@ncmpr.org](mailto:dhalsey@ncmpr.org) or (505) 349-0500, ext. 1. Otherwise, your awards will be mailed to your office about three weeks after the Paragon presentation.

Again, congratulations on your awards. It's a big achievement, and the NCMPR board of directors looks forward to personally congratulating you in San Antonio!

Sincerely,



Dane Dewbre  
NCMPR President



Debra L. Halsey  
NCMPR Executive Director

cc: Dr. Sylvia M. Jenkins, President, Moraine Valley Community College



**WAUBONSEE**

COMMUNITY COLLEGE

*Office of the President*

December 21, 2018

Dr. Sylvia Jenkins  
President  
Moraine Valley Community College  
9000 West College Parkway  
Palos Hills, IL 60465

Dear Sylvia,

Congratulations on receiving the CASE V Chief Executive Leadership Award at their conference in Chicago on December 11. This award is a wonderful recognition of your outstanding efforts in promoting and supporting education and institutional advancement.

Best wishes for continued success and again, congratulations!

Sincerely,

Christine J. Sobek, Ed.D.  
President

CJS/kf

**Sugar Grove**

Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454  
(630) 466-7900

**Aurora Downtown**

18 S. River St.  
Aurora, IL 60506-4134  
(630) 801-7900

**Aurora Fox Valley**

2060 Ogden Ave.  
Aurora, IL 60504-7222  
(630) 585-7900

**Plano**

100 Waubonsee Drive  
Plano, IL 60545-2276  
(630) 552-7900

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[www.waubonsee.edu](http://www.waubonsee.edu)

Chicago Audubon Society  
5801-C N. Pulaski,  
Chicago, Illinois 60646

22 December 2018 (via email)/updated January 14, 2019

Dr. Sylvia Jenkins  
[President@MoraineValley.edu](mailto:President@MoraineValley.edu)  
President, Moraine Valley Community College  
9000 W. College Parkway  
Palos Hills, IL 60465

Dear Dr. Jenkins,

Congratulations!

The Chicago Audubon Society Board of Directors has recently selected the recipients of its 2019 Biennial Environmental Awards. I am very pleased to tell you that you both have been chosen to receive the CAS award for **“The Craig Stettner Award for Environmental Education”**.

We would like to thank you for and acknowledge your service on the Conservation and Policy Council of the Forest Preserve District of Cook County for four+ years. Also for your organizing a forum this past November for faculty, students and sustainability professionals to assist the Council’s goal of engaging more people to build a diverse ‘Community of Support’ for the forest preserves.

Chicago Audubon Society certainly appreciates all you have done on this Council, as well as many other committees, such as the Illinois Green Economy Network Steering Committee, and continue to do, and would love to acknowledge this, and thank you in person, at our Awards Banquet.

You and one additional guest each are invited to our biennial Environmental Awards Banquet on Saturday, March 23, 2019, at which time you can join us for the dinner\*, and we will present you with this award, and a plaque. The program for the evening, after dinner, will consist of the Award presentations, a very short time electing CAS Board, and a very short program our featured speaker (TBA).

{\*CAS covers the cost of the dinner for you and a guest; any other friends are welcome to come at \$40 each for the dinner and evening events. Sign up info will be posted on the CAS website early in 2019.}

This event is always fun and exciting. We certainly hope you can come to receive the acknowledgement and award in person! We will be presenting 11 individuals or groups with Environmental Awards that evening.

Please let me know by March 10<sup>th</sup> (or sooner of course!) if you can join us to receive your award, and who you're guest is, if you are having someone come with you.

This year the banquet will be held Saturday, March 23, 2019, at the White Eagle, 6839 N. Milwaukee Avenue, Niles, IL, 60714 (847-647-0660). <https://www.whiteeagleevents.com/>

A social time and cocktails (cash bar) will be available from 5:15 p.m. to 6:00 p.m. Dinner will be served promptly at 6:00pm.

The dinner this year will consist of soup, salads and breads, a family style dinner (with chicken, fish, and vegetarian entrees), pierogies and more, plus assorted pastries for dessert. Coffee, tea, water and lemonade or ice tea drinks included. A bartender and cash bar will be available all evening in the hall. Coat racks will be in our banquet room, and restrooms are very close by.

Also, to see previous recipients of the CAS Environmental Awards, please see <http://www.chicagoaudubon.org/content/chicago-audubon-society-environmental-award-recipients-1977-2013> (hopefully updated soon). A list of all this year's Awards Recipients (including you) will soon be published in our 2019 January/February COMPASS newsletter, and also posted to our website [www.chicagoaudubon.org](http://www.chicagoaudubon.org).

Please either call or e-mail me ([casresearch@comcast.net](mailto:casresearch@comcast.net)) to confirm your attendance, and guest name etc. At the beginning of 2019 we'll have a notice on our website ([chicagoaudubon.org](http://chicagoaudubon.org)) how other guests can register.

Once again- congratulations. We look forward to seeing you at the dinner, and especially to giving you the award!

Sincerely,

Alan B. Anderson  
Biennial Environmental Awards Committee Chair, Chicago Audubon Society  
[casresearch@comcast.net](mailto:casresearch@comcast.net), 1633 Howard Ave., Des Plaines, Cook Co. 60018

Dave Willard, CAS President, [dwillard@fieldmuseum.org](mailto:dwillard@fieldmuseum.org)



Tammy Bishop, NADE Awards Chair  
Wayne Community College  
PO Box 8002  
Goldsboro, NC 27533

December 11, 2018

Susan Godwin  
Moraine Valley Community College  
9000 W. College Parkway  
Palo Hill, IL 60465-2478

Dear Susan:

It is my pleasure to congratulate you as the NADE 2019 recipient of the Gladys R. Shaw Outstanding Service to Developmental Education Students Award. Please read about Gladys Shaw at the website of Learning Support Centers in Higher education (LSCHE); at [http://www.lsche.net/resources/memorial/shaw\\_g/index.htm](http://www.lsche.net/resources/memorial/shaw_g/index.htm).

For winning this award you will receive a plaque, a \$500 Stipend, and an invitation to present at the next annual conference. The award will be presented at the Thursday Luncheon. Seating will be reserved for you.

Please submit an electronic photo in jpeg format, along with a short bio in word format for the NADE Conference Program. I will also need the name of your supervisor with their address and how you would like your name to appear on the plaque. Please send this information to Tammy Bishop at [tjbishop@waynecc.edu](mailto:tjbishop@waynecc.edu) by January 10, 2019.

On behalf of the NADE Executive Board and the students we serve, I again congratulate you.  
Sincerely,

Tammy J. Bishop  
Awards Chair, NADE

**MORAIN VALLEY COMMUNITY COLLEGE  
 COMMUNITY COLLEGE DISTRICT NO. 524  
 TREASURER'S REPORT  
 MONTH ENDED DECEMBER 31, 2018**

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$49,142,413.58	\$3,182,593.65	\$5,992,578.57	\$46,332,428.66
OPERATION & MAINT FUND	7,467,227.23	259,278.90	1,010,536.46	6,715,969.67
OPERATION & MAINT (RESTR.)	15,517,910.95	397,334.31	54,592.61	15,860,652.65
BOND & INTEREST FUND	1,318,907.47	512.24	0.00	1,319,419.71
AUXILIARY ENT. FUNDS	8,850,519.19	740,058.16	771,341.81	8,819,235.54
RESTRICTED PURPOSE FUNDS	7,323,138.96	1,770,886.27	1,925,080.77	7,168,944.46
WORKING CASH FUND	13,377,072.03	8,153.21	0.00	13,385,225.24
TRUST & AGENCY FUNDS	142,825.01	912.08	16,622.10	127,114.99
AUDIT FUND	124,331.97	164.33	0.00	124,496.30
LIAB, PROTECT & SETTLE FUND	1,244,182.05	1,756.29	0.00	1,245,938.34
TOTAL	<u>\$104,508,528.44</u>	<u>\$6,361,649.44</u>	<u>\$9,770,752.32</u>	<u>\$101,099,425.56</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$24,350.00
HUNTINGTON BANK	CHECKING ACCT 1,027,114.99
FIRST MIDWEST BANK	CHECKING ACCT 1,712,485.99
FIRST MIDWEST BANK	TRUST ACCT 141,863.67
WINTRUST MAXSAFE	MONEY MARKET 1,022,339.05
IL METROPOLITAN INVESTMENT FUND	MONEY MARKET 4,451,565.40
IL SCHOOL DIST LIQUID ASSEST FUND	MONEY MARKET 2,686,622.59
SHORT TERM INVESTMENTS	VARIOUS 65,635,697.84
LONG TERM INVESTMENTS	VARIOUS 24,397,386.03
TOTAL	<u>\$101,099,425.56</u>



**MORAIN VALLEY COMMUNITY COLLEGE  
 COMMUNITY COLLEGE DISTRICT NO. 524  
 TREASURER'S REPORT  
 MONTH ENDED JANUARY 31, 2019**

FUND	BEGINNING BALANCE	RECEIVED	DISBURSED	ENDING BALANCE
EDUCATION FUND	\$46,332,428.66	\$5,038,068.79	\$6,268,940.16	\$45,101,557.29
OPERATION & MAINT FUND	6,715,969.67	1,086,049.55	1,094,788.73	6,707,230.49
OPERATION & MAINT (RESTR.)	15,860,652.65	491,975.15	232,243.27	16,120,384.53
BOND & INTEREST FUND	1,319,419.71	571.14	0.00	1,319,990.85
AUXILIARY FUNDS	8,819,235.54	1,723,995.96	1,021,297.86	9,521,933.64
RESTRICTED PURPOSE FUNDS	7,168,944.46	630,274.56	602,503.98	7,196,715.04
WORKING CASH FUND	13,385,225.24	19,830.87	0.00	13,405,056.11
TRUST & AGENCY FUNDS	127,114.99	2,519.87	4,669.48	124,965.38
AUDIT FUND	124,496.30	174.30	0.00	124,670.60
LIAB, PROTECT & SETTLE FUND	1,245,938.34	1,862.82	17,675.86	1,230,125.30
TOTAL	<u>\$101,099,425.56</u>	<u>\$8,995,323.01</u>	<u>\$9,242,119.34</u>	<u>\$100,852,629.23</u>

ENDING BALANCE REPRESENTED BY:

PETTY CASH & CHANGE FUNDS	\$23,750.00
HUNTINGTON BANK	1,024,965.38
FIRST MIDWEST BANK	4,134,403.91
FIRST MIDWEST BANK	141,830.63
WINTRUST MAXSAFE	1,024,376.17
IL METROPOLITAN INVESTMENT FUND	4,459,654.56
IL SCHOOL DIST LIQUID ASSEST FUND	691,969.94
SHORT TERM INVESTMENTS	63,829,008.33
LONG TERM INVESTMENTS	25,522,670.31
TOTAL	<u>\$100,852,629.23</u>

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$5,992,578.57
9.3	OPERATION & MAINTENANCE FUND	1,010,536.46
9.4	OPERATION & MAINTENANCE (RESTR) FUND	54,592.61
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	771,341.81
9.7	RESTRICTED PURPOSE FUND	1,925,080.77
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	16,622.10
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	-
	TOTAL	<u><u>\$9,770,752.32</u></u>

**ACCOUNT EXPENDITURE SUMMARIES**

<u>AGENDA ITEM</u>	<u>FUND</u>	<u>AMOUNT</u>
9.2	EDUCATION FUND	\$6,268,940.16
9.3	OPERATION & MAINTENANCE FUND	1,094,788.73
9.4	OPERATION & MAINTENANCE (RESTR) FUND	232,243.27
9.5	BOND & INTEREST FUND	-
9.6	AUXILIARY ENTERPRISE FUND	1,021,297.86
9.7	RESTRICTED PURPOSE FUND	602,503.98
9.8	WORKING CASH FUND	-
9.9	TRUST AND AGENCY FUND	4,669.48
9.10	AUDIT FUND	-
9.11	LIABILITY, PROTECTION & SETTLEMENT FUND	17,675.86
	TOTAL	<u><u>\$9,242,119.34</u></u>

10.0 REPORTS OF PERSONNEL

10.1-1	Full Time	Enclosed
10.1-1(a)	Tenure Contract for Bargaining Unit Members	Enclosed
10.1-1(b)	Second-Year Contract for Bargaining Unit Members	Enclosed
10.1-1(c)	Third-Year Contract for Bargaining Unit Members	Enclosed
10.1-1(d)	Contract Extension Non-Tenure Review for Bargaining Unit Member	Enclosed
10.1-1(e)	Non-Renewal of Appointment Administrative & Professional Staff	Enclosed
10.1-2	Part Time/Supplemental/Other	Enclosed
10.1-3	Salary Revisions	None
10.1-4	Leave of Absence (LOA)	Enclosed
10.1-5	Resignations/Terminations	Enclosed
10.1-5(a)	Retirement - Police	Enclosed
10.1-5(b)	Retirement - Administrative Classified	Enclosed
10.1-5(c)	Retirement - Support Staff	Enclosed
10.1-5(d)	Retirement – Faculty	Enclosed
10.1-6	Reclassifications (Promotions, Transfers, Corrections, Etc.)	Enclosed

SUBJECT REPORT – Full Time

Anthony Bauer	Groundskeeper Campus Operations	Effective: 2/25/19
Christopher Crnkovic	Director, IT Project Management Information Technology	Effective: 2/25/19
Likhit Devkota	Senior System Administrator Infrastructure and Network Services	Effective: 2/25/19
Graciela Diaz	Financial Aid Assistant Financial Aid	Effective: 2/25/19
Alma Gaona	Financial Aid Expeditor Financial Aid	Effective: 2/25/19
Judy Healy	Budget Manager Finance	Effective: 3/4/19
Jennifer Pilarczyk	Testing Specialist Testing Services	Effective: 2/25/19
Brenda Rodriguez	Student Success Specialist Corporate, Community & Continuing Education	Effective: 2/25/19

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RECOMMENDED ACTION

That the above be employed.

Tenure Contract for Bargaining Unit Members

Pursuant to the terms of the negotiated Agreement for the Faculty Association, Article 4.3, Non-Tenured Faculty, it is recommended that a contract for the following non-tenured bargaining unit members be renewed for the 2019-2020 academic year.

Heather Casiello  
Kimberly Wroble

Nursing  
Nursing

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RECOMMENDED ACTION

That the Board of Trustees approves the award of a contract for the 2019-2020 academic year for the above-named individuals.

Second-Year Contract for Bargaining Unit Members

According to Article 4.3 of the Faculty Agreement, first-year faculty are to be notified in writing of the decision to continue or terminate employment for the upcoming academic year no later than 60 days prior to the end of the first academic year. The following employees are being recommended to be given a contract for the 2019-2020 academic year.

Mary Boland	Physics
Sharon Brennan	Counseling
Anna Chmiel	Academic Advising
Teri Hedding	American Sign Language
Anna Jannak	Medical Assistant
Suzanne Kempczynski	Physical Education
Megan Morales	Nursing
Angelina Myers	Mathematics
Lori Schmidt	Phlebotomy
Julie Zimmer	Nursing

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RECOMMENDED ACTION

That the Board of Trustees approves the award of a contract for the 2019-2020 academic year for the above-named individuals.

Third-Year Contract for Bargaining Unit Members

Pursuant to the terms of the negotiated Agreement for the Faculty Association, Article 4.3, Non-Tenured Faculty, it is recommended that a contract for the following non-tenured bargaining unit members be renewed for the 2019-2020 academic year.

Lisa Couch  
David Huber  
Frank Johnson  
Lisa Mittler  
Leslie Moyar  
Robert Schwien

Communications  
Mathematics  
Mathematics  
Business  
Nursing  
Computer Integrated Technology

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RECOMMENDED ACTION

That the Board of Trustees approves the award of a contract for the 2019-2020 academic year for the above-named individuals.



Contract Extension/Non-Tenure Review for Bargaining Unit Member

As a result of a FMLA taken during the Spring 2018 semester, Michelle Flory is being recommended for a six-month contract for Fall 2019 with an extension of her tenure decision to be made in the Fall 2019 semester (eligible for tenure beginning Spring 2020).

Michelle Flory

Developmental Communications

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RECOMMENDED ACTION

It is recommended that the above be approved as presented.

Non-Renewal of Appointment – Administrative & Professional Staff

It is recommended that the appointment of the following individual not be renewed for FY 2020, effective June 30, 2019.

Carissa Davis

Director of Financial Aid

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RECOMMENDED ACTION

That the appointment not be renewed for the above employee.

S U B J E C T   R E P O R T – Leave of Absence (LOA)

Beatriz Castro	Secretary II Learning Enrichment and College Readiness	L.O.A. (FMLA) 3/19/19 – 5/13/19
Christina Chan	Assistant Professor, Mathematics Developmental Education	L.O.A. (FMLA) Intermittent 1/18/19 – 1/17/20
Iva Erkapic	Student Success Specialist Student Success	L.O.A. (FMLA) 2/19/19 – 3/19/19
Kathy Georgiou	Bookstore Lead Cashier Bookstore/College Store	L.O.A. (FMLA) 2/18/19 – 4/12/19
Layla Khatib	Associate Professor, Biology Biological Sciences	L.O.A. (FMLA) Intermittent 1/25/19 – 1/24/20
Thomas Lyman	Maintenance Mechanic IV Campus Operations	L.O.A. (FMLA) 3/25/19 – 5/17/19
Joseph McGrath	Custodian Campus Operations	L.O.A. (FMLA) 2/20/19 – 5/14/19
Leann Murphy	Program Assistant Corporate, Community and Continuing Education	L.O.A. (FMLA) 2/5/19 – 3/15/19
Anuradha Senthil Kumar	System Administrator Network Operations	L.O.A. (FMLA) 2/11/19 – 5/28/19
Alicea Toso	Manager, Honors Program and Curricular Learning Communities Liberal Arts	L.O.A. (FMLA) Intermittent 2/12/19 – 2/11/20

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R E C O M M E N D E D   A C T I O N

That the above leaves be granted.

SUBJECT REPORT - Resignations/Terminations

Lou Balek	Information Security Specialist Information Technology	Effective: 1/11/19
Matthew Cullen	Assistant Professor, Counseling Counseling and Career Development Center	Effective: 5/17/19
Pashal Mabry	Financial Aid Expeditor Financial Aid	Effective: 12/19/18

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RECOMMENDED ACTION  
That the above be approved as presented.

Retirement – Police

The following employee has submitted a notice of retirement per date listed:

Garry Vanderlee	Police Officer Police Department	4/30/19
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RECOMMENDED ACTION

It is recommended that the request for retirement be approved as presented.

Retirement – Administrative Classified

The following employee has submitted a notice of retirement per date listed:

Shirley Mancuso	P.T. Payroll Assistant Payroll	2/1/19
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RECOMMENDED ACTION

It is recommended that the request for retirement be approved as presented.

Retirement – Support Staff

The following employee has submitted a notice of retirement per date listed:

Teresa Valles-Denis	Project Facilitator Registration and Records	6/14/2019
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RECOMMENDED ACTION

It is recommended that the request for retirement be approved as presented.

Retirement – Faculty

The following employee has submitted a notice of retirement per date listed:

Donna Schnepf	Professor, Health Information Technology Career Programs	5/17/19
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RECOMMENDED ACTION

It is recommended that the request for retirement be approved as presented.



SUBJECT REPORT – Reclassifications (Promotions, Transfers, Etc.)

<u>Name</u>	<u>Present Position</u>	<u>Action Taken</u>
Mary Ann Luciano Smith	Secretary II Resource Development and Institutional Effectiveness Support Staff	Reclassified to: Secretary II Fine and Performing Arts Center Effective: 2/25/19
Samantha Thirstrup	Departmental Assistant Center for Teaching and Learning Support Staff	Reclassified to: Secretary II Effective: 2/25/19

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RECOMMENDED ACTION  
That the above be approved as presented.

**NEW BUSINESS**

- \*12.1 Affiliation Agreement with DuPage Medical Group, Ltd. (Radiologic Technology, Mammography, CT) Enclosed
- \*12.2 Affiliation Agreement with Soumya Health, LLC (Medical Assistant) Enclosed
- \*12.3 Affiliation Agreement with Victorian Inn (Basic Nurse Assistant) Enclosed
- \*12.4 Amendment to Affiliation Agreement with Little Company of Mary Hospital and Health Centers (Allied Health Programs) Enclosed
- \*12.5 Second Amendment to Educational Agreement with Northwestern Memorial Healthcare Enclosed
- \*12.6 Board Policy: #7285 - Human Resources - Educational Benefits Enclosed
- \*12.7 Board Policy: #7283.5 - Human Resources - Military Service Leave of Absence Enclosed
- \*12.8 Parking Lot A1 & A2 Improvements Bid Enclosed
- \*12.9 Building L Landscaping Upgrades Bid Enclosed
- \*12.10 Rooftop Solar Panels Enclosed

**REVISED BOARD POLICY #7283.5**  
**HUMAN RESOURCES: MILITARY SERVICE LEAVE OF ABSENCE**

The revised policy is attached.

**Recommended Action:**

It is recommended that the Board approve the revision to Board Policy #7283.5, Human Resources: Military Service Leave of Absence, as presented.

# CURRENT POLICY

7283.5

Human Resources

Military Service Leave of Absence

An employee who is classified as full-time faculty, support staff, Administrative & Professional staff, and Administrative Classified staff as defined in policy number 7100, who leaves his/her position for extended active duty in the military service of the United States during a state of war, shall be granted a military leave for the duration of such war in accordance with the terms of applicable laws.

During the period of such authorized military leave, the Board shall continue to pay the employee's base salary, less the amount of the employee's military wages.

During the period of such authorized military leave, the Board shall allow the employee's dependents continued participation in the Moraine Valley Community College group health insurance program.

The employee shall be entitled to return to his/her position, in accordance with a collective bargaining agreement, or previous position if available, or another position at the college for which the employee is qualified as determined by the Board.

Policy  
Adopted: 2/25/91  
Reviewed: 10/12/95  
Amended: 12/17/09  
Reviewed: 6/17/15

MORaine VALLEY COMMUNITY  
COLLEGE  
Palos Hills, Illinois

# PROPOSED POLICY

7283.5

## Human Resources

### Military Service Leave of Absence

This Policy shall apply to any employee who is classified as full-time faculty, support staff, Administrative & Professional staff and Administrative Classified staff as defined in policy number 7100.

- (1)                      Definitions:    The following definitions shall apply to this Policy:
- “Active Duty”:  
Any full-time military service regardless of length or voluntariness including, but not limited to, annual training, full-time National Guard duty, and State active duty. Active duty includes duty without pay.
- “Active Service”:  
All forms of active and inactive duty regardless of voluntariness including, but not limited to, annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, state active duty, mobilizations, and muster duty. Active service includes active service without pay.
- “Base/Basic Pay”:  
The main component of military pay, whether active or inactive, based on rank and time in service. It does not include addition of conditional funds for specific purposes such as allowances, incentive and special pay.
- “Benefits”:  
The terms, conditions or privileges of employment, including wages or salary for work performed, that accrues by reason of an employment contract or agreement or a College policy, plan or practice and includes rights and benefits under the College’s pension plan, health plan insurance coverage and any such awards, bonuses, severance pay, supplemental unemployment benefits, vacations and any opportunity to select work hours or location of employment.
- “Differential compensation”:  
Pay due when an employee’s daily rate of compensation for military service is less than his/her daily rate of compensation as a college employee.
- “Military Leave”:  
A furlough or leave of absence while performing active service. It cannot be substituted for accrued vacation, annual, or similar leave with pay except at the sole discretion of the employee.

“Military Service”:

- (a) Service in the Armed Services of the United States, National Guard or of any state or territory regardless of status and the State Guard. Military Service, whether active or reserve, includes service under U.S.C. Titles 10, 14, or 32, or State active duty.
- (b) Service in a federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities as a result of an emergency.
- (c) A period for which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

“Reserve Forces Component”:

The reserve components of Illinois and the United States Armed Forces regardless of status.

“State Active Duty”:

Full-time state-funded military duty under the command and control of the Governor and subject to the Military Code of Illinois.

(2)

Basic Protections:

- (a) Although an employee is not required to get permission for military service, the employee is required to give advance notice of pending service unless it is a military necessity.
- (b) The College may not impose conditions for military leave, such as work shift replacement unless the employee requests scheduling options in lieu of paid military leave.
- (c) An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the efficiency or performance ratings or evaluations received for the 3 years immediately before the absence for military leave. The rating shall not be less than the rating the employee received for the rated period immediately prior to the employee’s military leave. In computing seniority and service requirements for promotion eligibility or any other benefit of employment, the period of military duty shall be counted as civilian service. This subsection does not apply to probationary periods.

(3)

Compensation and Health Insurance:

- (a) Concurrent compensation. During periods of military leave for annual training, an employee who is a member of the reserve component of Illinois or the U.S. Armed Forces, shall continue

to receive full compensation for up to 30 days per calendar year and military leave for purposes of receiving concurrent compensation may be performed nonsynchronously.

- (b) Differential compensation. During periods of military leave for active service, an employee shall receive differential compensation subject to the following:
  - (i) An employee may elect the use of accrued vacation, annual or similar leave with pay in lieu of differential compensation during any period of military leave.
  - (ii) Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
  - (iii) Differential compensation shall not be paid for active service without pay.
  - (iv) An employee who has exhausted concurrent compensation under subsection (3)(a) above, in a calendar year shall receive differential compensation when authorized under subsection (3)(b)(ii) in the same calendar year.
- (c) The College's health plan benefits shall continue in accordance with this Policy, except the College's share of the full premium and administrative costs shall continue to be paid by the College for active duty.

- (4) Return to Work: Employees shall be entitled to return to work in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA), the Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61/1-1, *et.seq.*, and in accordance with a collective bargaining agreement, if applicable.

For more information see Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61/1-1, *et.seq.*

Policy  
Adopted: 2/25/91  
Reviewed: 10/12/95  
Amended: 12/17/09  
Reviewed: 6/17/15  
Amended:

MORAIN VALLEY COMMUNITY COLLEGE,  
Palos Hills, Illinois

DATE: January 15, 2019

TO: Theresa O'Carroll  
Vice President of Financial and Business Service and College Treasurer

FROM: Jane M Bentley  
Director of Purchasing

RE: **Parking Lot A1 & A2 Improvements Bid**

The bid was duly advertised in a local newspaper as prescribed by law. The bid was also advertised on the college's web site. The bids were opened on Thursday, November 29, 2018 at 11:00 AM in Room L165. Five (5) bids were received. The results of the bid are delineated on the attached sheet. The pricing for this bid was not via State contract or consortium contracts.

The general scope of this project includes, but is not limited to: Milling and resurfacing 5" of asphalt throughout existing campus lots A1 & A2 including the emergency access lane and parking lot lighting to be replaced with new conduit, wiring, and trenching.

Lindhahl Brothers, Inc., located in Bensenville, Illinois submitted the lowest base bid of \$892,931.00 and Abbey Paving & Seal Coating, Co. Inc., located in Aurora, Illinois submitted the second lowest base bid of \$895,180.00. The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, requirements of the project, the bid amount and review from the college's project architect, exp US Services Inc. Upon review by exp US Services, given the experience with similarly scoped projects at Moraine Valley and the information from the Geotechnical firm ECS Midwest, LLC, it is understood that significant portions within the area of the parking lots for improvement may contain unsuitable soils and may require additional work above the base bid scope.

When comparing the bids submitted, Abbey Paving and Seal Coating, Co. Inc., unit costs are lower than most all other companies submitting a bid and considerably lower than those of Lindahl Brothers, Inc. The site demolition and soil excavation may contain varying depths of unsuitable soil from 12" to 18", those unit costs range from Abbey Paving at \$45.00 per cubic yard as compared to \$60.00 per cubic yard as proposed by Lindahl Brothers. Backfill improvements based upon type may also be necessary. For a 3" rock back fill, the unit cost for Abbey Paving is \$45.00 per cubic yard whereas Lindahl Brothers is pricing \$65.00 per cubic yard. For ¾" stone mixed with finer granules, Abbey Paving unit cost is \$45.00 per cubic yard whereas, Lindahl Brothers submitted unit pricing for \$60.00 per cubic yard. The cost comparison is delineated on the attached sheet.



This information has also been reviewed and found to be acceptable by the college's legal counsel, Rosenthal, Murphey, Coblentz & Donahue. Therefore, the architect is recommending to award the bid to Abbey Paving & Seal Coating, Co. Inc., of Aurora, Illinois.

**RECOMMENDED ACTION:** Whereas Abbey Paving & Sealcoating, Co. Inc., of Aurora, Illinois, after architectural review, submitted the lowest responsible and responsive pricing, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$ 895,180.00 to Abbey Paving & Sealcoating, Co., Inc.** for the Parking Lot A1 & A2 Improvements bid.

DATE: February 7, 2019

TO: Theresa O'Carroll  
Vice President of Financial and Business Service and College Treasurer

FROM: Jane M Bentley  
Director of Purchasing

RE: **Building L Landscaping Upgrades Bid**

The bid was duly advertised in a local newspaper as prescribed by law. The bid was also advertised on the college's web site. The bids were opened on Tuesday, February 5, 2019 at 3:00 PM in Room L155. Three (3) bids were received. The results of the bid are delineated on the attached sheet. The pricing for this bid was not via State contract or consortium contracts.

The general scope of this project includes, but is not limited to: removal and replacement of sidewalks and landscaping at the north side of Building L and the removal and replacement of the existing plaza and landscaping at the south side of Building L.

The recommendation of a bidder for the award of this project is based on the bidder's responsiveness to the identified qualifications, requirements of the project, and the bid amount. Upon review of the bid submittal and vendor meeting by the college's architect, Demonica Kemper Architects (DKA), it was found that the apparent low bidder, Speedy Gonzalez Landscaping, Inc., of Chicago, Illinois, understood the scope of the bid specifications and met all the requirements for this project.

**RECOMMENDED ACTION:** Whereas Speedy Gonzalez Landscaping, Inc., of Chicago, Illinois, submitted the lowest responsible and responsive bid, it is recommended that the Board of Trustees award this bid and authorize the issuance of a purchase order in the amount of **\$ 383,000.00 to Speedy Gonzalez Landscaping, Inc.** for the Building L Landscaping Upgrades Bid.

DATE: February 12, 2019  
TO: Dr. Sylvia M. Jenkins, President  
FROM: Richard J. Hendricks  
Vice President of Administrative Services  
RE: **Rooftop Solar Panels**

Work with the South Metropolitan Higher Education Consortium (SMHEC) on a joint request for proposals (RFP) began in early 2018. An RFP was developed that would meet the needs of the participating members and allow each member to pursue solar generated power in the way most practical and beneficial to the member. The RFP was duly advertised as prescribed by law. The proposals were opened on May 3, 2018. Five proposals were received. ForeFront Power submitted the most responsive proposal and was selected as the SMHEC partner for accessing solar electrical power following the Illinois Future Energy Jobs Act.

The general scope of the project for each SMHEC member is unique. A member may enter into a Power Purchase Agreement (PPA) with ForeFront Power whereby ForeFront Power funds and installs solar panels (ground or roof mounted) on college property and sells the power generated to the college at a rate substantially less than the college pays from an electrical power company (commonly referred to as “behind the meter”). ForeFront Power funds the installation, the ongoing maintenance and the removal of the panels at the termination of the agreement.

The administration has negotiated a Power Purchase Agreement with ForeFront Power whereby ForeFront Power will install 4,950 solar panels on buildings A, B, L, H and T, maintain the panels for twenty years and remove the panels at termination. MVCC will purchase the power generated that is estimated to be 14.42% of the annual electricity needs. ForeFront Power has funded an engineering study that concluded that the designated rooftops can support the structural load of the panels.

**RECOMMENDED ACTION:** Whereas ForeFront Power submitted a proposal deemed most responsive to the Request of Proposals issued by SMHEC to provide solar power panel electrical generation to member colleges and whereas MVCC has negotiated a Power Purchase Agreement with ForeFront Power, it is recommended that the Board of Trustees approve the Power Purchase Agreement with ForeFront Power to provide, install and maintain for twenty years, 1782 kW of solar panels with the power generated to be purchased by MVCC.